

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Domestic Violence Court Docket Project Coordinator
Department: Tribal Court
Status: Non-Exempt
Salary Range: \$15.13 – \$20.47 per hour
Level: 4
Terms: Full-Time grant funded to end September 30, 2016
Opens: April 14, 2015
Closes: May 5, 2015

SUMMARY

The Domestic Violence Court Docket Project Coordinator will be responsible for the continued implementation of the domestic violence court docket by providing oversight, training, and support to court staff, agency partners, and the community, providing consistency in access and process, ensuring victim support and safety based upon the culture and traditions of the LTBB tribal community, under the direction and supervision of the Chief Judge and Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following;

- Work with all parties, including the Office of Violence Against Women, (OVW) to oversee the day-to-day operation of this project consistent with the objectives of the "LTBB Tribal Court Training/Improvement Project" and the "Justice for Families" funding.
- Adhering to the established strategic plan for the Domestic Violence Court, continually work with staff and advisory committee members to develop and strengthen collaboration with program providers, identify new programs, considering culturally specific protocols for domestic violence cases.
- In collaboration with other community partners, continue to participate, and arrange for the participation of those individuals recruited, in providing assistance and support to victims through the Coordinated Community Response (CCR) to domestic violence.
- Provide support and education to the project advisory committee, including, the scheduling, coordination, facilitation of meetings, development of meeting materials, such as agendas/ notices, and the recording of meeting minutes.
- Continue to evaluate and update policies, procedures, and forms as the Domestic Violence Court begins operation and continues to grow.
- Develop data-sets, collection methods, and analysis of measurable indicators leading to both efficiencies and effectiveness of the Domestic Violence Court.
- Define a specific plan for data sharing of case specific information, referral sources, and outcome measurements.
- Identify and coordinate training and technical assistance with agencies, like the Center for Court Innovation (CCI), for court staff and stakeholders that is culturally specific and reflects best practices in the processing of domestic violence cases.

- Collaborate with LTBB Department of Human Services and Prosecutor's Office to coordinate victim services and on-site advocacy.
- Monitor the caseload to ensure timely case disposition and compliance with Domestic Violence Court mandates.
- Through LTBB Law Enforcement ensure that Personal Protection Orders (PPOs) are processed from the court and entered into the Law Enforcement Information Network (LEIN) systems.
- Recruit a pool of qualified attorneys to provide civil legal assistance, counsel, advocacy and resources to victims of domestic violence.
- Arrange for, and participate in, relevant education and trainings for all staff, partners, and community members associated with the Domestic Violence Court.
- Work with LTBB Law Enforcement to develop protocols and practices to ensure courtroom safety.
- Develop resources and programs to assist the court in monitoring and providing services to offenders, considering best practices, community and cultural resources, by researching other Domestic violence Courts within the state and other tribal communities.
- Manage grant compliance by assisting in the preparation of semi-annual and annual reports under the guidance of the Court Administrator.
- Work with LTBB grant-writers to identify resources and plan for the sustainability of the Domestic Violence Court.
- Develop partnerships with the local judiciary and law enforcement; scheduling information sharing trainings with these groups disseminating this courts program and the culture of the community.
- Work with LTBB departments on special community projects such as the "Red Shawl Project" and "Take Back the Night."
- Continue to participate in the implantation of the "Violence Against Women Act" (VAWA), in and through all departments of LTBB government.
- Represent the LTBB Tribal Court in a respectful and professional manner at all times, even outside of work hours.
- Adhere to the strict confidentiality laws of 42 CFR and 45 CFR when it comes to all court clientele.
- Adhere to the LTBB Tribal Court Employee Handbook and the Tribal Court Employee Code of Conduct.
- Other duties may be assigned as necessary

COMPETENCIES

To perform this job successfully, an individual should demonstrate the following skills: Set goals and objectives; prioritize and plan work activities; access additional resources; demonstrate accuracy and thoroughness; develop innovative approaches and ideas; show respect and sensitivity for cultural differences; contribute to building a positive team spirit; and apply feedback to improve performance.

EDUCATION AND EXPERIENCE

This position requires a Bachelor's Degree in a related human services field. Demonstrated abilities in the area of inter-personal communications is a must. An excellent work history with supporting references are required. A working knowledge of Microsoft Office Suites is required. A high ethical sensibility is mandatory in this position.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Excellent communication skills, both verbal and written
- Knowledge with regard to domestic violence issues
- General knowledge of area resources
- Ability to work as part of a team
- Knowledge with regard to data set-up and analysis
- Ability to write reports, procedures, policies, business and general correspondence
- Must possess a professional demeanor and appearance

Computer

- Must have proficiency with various software packages including, but not limited to: Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint.)
- Must be able to maintain data base files, make query/searches, and complete other computer/internet searches as needed

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must possess a valid driver's license with reliable transportation and an insurable driving record.

COMMENTS

Individuals must be able to pass a criminal background investigation.
Indian preference will apply.